

Chevy Chase Village Board of Managers

November 13, 2013

***Note:** These minutes reflect the Board's actions only, and do not include remarks made by members of the Board of Managers, Legal Counsel, Village Staff or others in attendance. An audio recording of this meeting is available on the Village website at www.chevychasevillagemd.gov or by request to the Village office.*

BOARD OF MANAGERS

Patricia S. Baptiste, Chair	Present
Michael L. Denger, Vice Chair	Present
Richard M. Ruda, Secretary	Present
David L. Winstead, Assistant Secretary	Absent
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Elissa A. Leonard, Board Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present
Michael W. Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Ellen Sands, Permitting and Code Enforcement Coordinator	Present
Jacqueline A. Parker, Public Safety Coordinator	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Present
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Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:37 p.m. Mr. Winstead was absent.

Approval of Minutes from the Board's Regular Meeting held on October 14, 2013

Minutes of the Board's regular meeting held on October 14, 2013 were circulated to the Board prior to the meeting.

Mr. Crockett moved to approve the minutes of the Board of Managers' regular monthly meeting held on October 14, 2013, as drafted. Mr. Denger seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Approval of Minutes from the Board's Executive Session held on October 14, 2013

Minutes of the Board's Executive Session held on October 14, 2013 were circulated to the Board prior to the meeting.

Mr. Crockett moved to approve the minutes of the Board of Managers' Executive Session held on October 14, 2013, as drafted. Mr. Denger seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Consent Agenda

A-2092: Mr. Philip Webre & Ms. Jayne Shister, 5800 Kirkside Drive

Consent Agreement to remove one 12" diameter Zelkova and to reforest with a tree of at least 2-½ inches in caliper diameter that will grow to forty-five (45) feet or more in height at maturity in accordance with an approved Reforestation Plan.

A-2110: Mr. Benjamin & Nicole Rippeon, 6134 Nevada Avenue

Consent Agreement to remove one 30" diameter multi-trunk Magnolia and to reforest on the abutting property of 108 East Melrose Street with a tree of at least 2-½ inches in caliper diameter that will grow to forty-five (45) feet or more in height at maturity in accordance with an approved Reforestation Plan.

There were no requests for these matters to be removed from the Consent Agenda. The Consent agenda was deemed approved.

Variance and Special Permit Requests

A-6380: Mr. John Mikhail & Ms. Sara Shohet, 3708 Bradley Lane

Install a railing on an existing single-story roof, a portion of which would encroach a maximum of one foot, six inches (1'-6") in the seven (7) foot east (side) yard setback. The existing single-story roof and gutter encroach two feet, seven and one-half inches (2'-7 ½") into the setback.

Mr. Denger moved to approve the variance on the basis that the evidence presented, including the staff report, demonstrates that the applicable requirements for approval of the variance have been met. Staff is directed to draft a decision based on this evidence, including findings of fact and conclusions, approving the variance. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

A-6421 (a) & (b): Mr. Sean Boland, 4 East Lenox Street

- a) Modify a front stoop and tread that would encroach a maximum of eight and seventy-five one hundredths (8.75) feet forward of the twenty-five (25) foot front building restriction line; and

- b) Construct a portico over a modified stoop which would encroach a maximum of seven and seven tenths (7.7) feet forward of the twenty-five (25) foot front building restriction line.

The applicant submitted a petition with signatures of support from neighbors.

Mr. Denger moved to approve the variance on the basis that the evidence presented, including the staff report, demonstrates that the applicable requirements for approval of the variance have been met. Staff is directed to draft a decision based on this evidence, including findings of fact and conclusions, approving the variance. Ms. Leonard seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

A-6448: Mr. Robert & Ms. Ann Pelham Cullen, 117 East Melrose Street

Construct a driveway on private property that would measure a maximum of twenty-seven feet, nine and one-half (27'-9 1/2") inches in width. Mr. Ruda recused himself from the hearing on this matter.

Mr. Denger moved to approve the special permit on the basis that the evidence presented, including the staff report, demonstrates that the applicable requirements for approval of the special permit have been met. Staff is directed to draft a decision based on this evidence, including findings of fact and conclusions, approving the special permit. Mr. Goodwin seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Treasurer's Report

The Treasurer's Report was distributed prior to the meeting. No action was taken by the Board.

Police Report

The Police Report was distributed prior to the meeting. No action was taken by the Board.

Old Business & Status Reports

Capital & Utility Projects Update

A report with updates on ongoing and anticipated projects was distributed prior to the meeting. No action was taken by the Board.

New Business

Budget Transfer Request

Transfer \$11,709 from reserves to the "Facilities, Fleet & Infrastructure, Village Hall" category in the FY2014 budget for the Commission Agreement fee payable to CBRE (Postal Service's real estate broker) for recently concluded lease renewal negotiations.

Mr. Crockett moved to authorize the Village Manager to transfer \$11,709 from reserves to the “Facilities, Fleet & Infrastructure, Village Hall” category in the FY2014. Mr. Denger seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Contract Authorization Requests:

- Telephone and recording system and related hardware: *Maryland Telephone Products Company, Inc.* in the amount of \$31,437.

Mr. Denger moved to authorize the Village Manager to enter into contract with Maryland Telephone Products Company, Inc. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

- Holiday Party Caterer

Mr. Crockett moved to authorize the Village Manager to enter into contract with Innovative Gourmet Caterers to cater the Annual Village Holiday Party in the amount of \$9,660. Ms. Leonard seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

- Pavement Restoration Agreement with Washington Gas (WGL) for the next round of main replacements.

Mr. Denger moved to authorize the Village Manager to execute the Pavement Restoration Agreement between the Village and WGL. Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Proposed Change to the Civil Service Pay Scale

- Move “Community Liaison/Administrative Assistant” position from Grade 9 to Grade 13

Mr. Crockett moved to approve amending the Village’s civil service general pay scale by transferring the “Community Liaison/Administrative Assistant” position from Grade 9 to Grade 13. Mr. Denger seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Manager’s Report

The Manager’s Report was circulated prior to the meeting.

Mr. Denger moved to approve the purchase of Giant Food gift cards at a face value of \$100 per card as a holiday season gift from the Board of Managers to the Village’s twenty-seven

permanent employees and two temporary leaf collection laborers. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Ms. Leonard moved to adjourn the meeting. Mr. Goodwin seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. The motion passed. The meeting adjourned at 8:25 p.m.

Secretary, Chevy Chase Village Board of Managers

Final.